

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Determination of Residency and Tuition Status**

Office of Student and Family Support and Engagement  
International Admissions and Enrollment (IAE)  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

See Board of Education [Policy JEA, Residency, Tuition, and Enrollment](#), and  
[MCPS Regulations JEA-RE, Tuition Based Enrollment](#) and [JEA-RB, Enrollment of Students](#) for more information.

**Instructions:** The person responsible for the student (parent/guardian/court-appointed guardian or other adult/eligible student/out-of-state social services agency) completes Parts I and II, and submits with required documentation to the International Admissions and Enrollment (IAE). Documentation of bona fide residency in Montgomery County includes one of the following unless homeless: if homeowner, current property tax bill; OR if renter, provide copy of current rental lease (if the original term of the lease is expired, a copy of lease and a current utility bill); OR if living in shared housing with a homeowner or renter who has bona fide residence within an Montgomery County Public Schools (MCPS) school area, notarized [MCPS Form 335-74, Shared Housing Disclosure](#), must be completed.

**PART I: Student Information**

Student Name (Last, First, Middle) \_\_\_\_\_ Student ID # \_\_\_\_\_

Requested MCPS school \_\_\_\_\_ Grade \_\_\_\_\_

Individualized Education Program (IEP)?  Yes  No Section 504 Plan?  Yes  No

Person responsible for student \_\_\_\_\_ Relationship \_\_\_\_\_  
Last First MI

Montgomery County address where student will reside

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Transferring from: County \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Name of last school attended \_\_\_\_\_ School telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PART II: Reason for Submitting Application (check one)**

- Student is living with parent(s)/guardian(s) in temporary housing and awaiting establishment of bona fide residence in Montgomery County within 60 days. *Submit proof of student age, proof of student identity, and identity of responsible adult enrolling student which includes a photograph, and relationship of responsible adult to student (see [MCPS Form 560-24B, Quick Guide to Enrollment](#)); and documentation of temporary residence in Montgomery County.*
- Student is living in Montgomery County with a court-appointed guardian, or other adult, whose circumstances do not qualify for Informal Kinship Care, and whose parents/guardians do not have bona fide residency within Montgomery County. *IAE will make individual determinations regarding granting a waiver of the tuition requirements for a nonresident student in certain circumstances where documentation is presented to support a crisis situation justifying such a waiver. Those determinations by IAE may be reevaluated on an annual basis or as necessary. See [MCPS Regulation JEA-RE, Tuition-based Enrollment](#) for more information.*
- Student is placed in Montgomery County (e.g. foster, group home) by a social services agency. *Submit proof of bona fide residency for the person with whom the student is living; photo ID of the person with whom the student is living; court order or Interstate Compact for the Placement of Children (ICPC) approval placing the child in Montgomery County; court order or ICPC documentation that the student is placed in the county for the purposes of adoption, if applicable, and [MCPS Form 335-73A, Request to Enroll Nonresident, Tuition-paying Student](#).*

Name of Agency \_\_\_\_\_ State \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**I certify that I will be responsible for the student and that the information on this form and any submitted documentation is accurate, complete and true to the best of my knowledge. I further understand that if the information is not accurate or the waiver of tuition is not granted, I am liable for tuition and/or retroactive adjustment of tuition for any periods that the student may be a nonresident.**

\_\_\_\_\_  
Signature, Parent/Guardian/Court-ordered Custodian/Eligible Student/Out-of State Social Services Agency Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

